



Annual CSAH Needs Update for 2016

MnDOT - State Aid for Local Transportation

CSAH Needs Unit

These instructions provide guidance for updating CSAH Needs segments and project data using the new SANeeds system. To access the SANeeds system you must obtain a user account from State Aid. Please go through the State Aid website to apply for an account and to access the SANeeds system <http://www.dot.state.mn.us/stateaid/cсах.html>

Please contact Kim DeLaRosa; Kimberlie.delarosa@state.mn.us or 651-366-3810 or John Pantelis at john.pantelis@state.mn.us or 651-366-3811 if you have questions on any of these matters.

Update Road Project Data

It is important for counties to review their existing project data and add projects completed in previous construction years (2011-2014) because unit costs are determined by project financial data. The pool of projects that will be used to determine unit cost for the 2017 distribution will be those awarded between 2011-2015. While reviewing your project data please keep the following in mind:

- Enter only projects that are approved to the construction or reconstruction standard: rural 8820.9920, urban 8820.9936 & 8820.9981 NPR. Turn lanes, intersection improvements, mill & overlays and bridge replacements are not included.
- Enter all complete 2015 awarded construction projects. Add all phased contract costs to the final surfacing project and report as one complete project cost. E.g. grading done in 2013, base and non-wear course done in 2014, final wear course in 2015. Total all three projects (state aid eligible items), report under the 2015 project number.
- Split projects that change designs (rural/urban) or traffic groups. The table below specifies the traffic groups and design types:

Traffic Group	Design Type
0-149	Rural
150-1499	Rural
1500-6999	Rural
7000+	Rural
0-9999	Urban
10,000-19,999	Urban
20,000-34,999	Urban
35,000+	Urban

E.g. A 3.0 mi project starts in a city and continues outside the city limits for 2.2 mi. Enter the 0.80 mi urban design as one project and use the same project number again for the 2.2 mi rural design portion.

- Split out the costs from projects that has both reconditioning and reconstruction. E.g. A 10 mile mill & overlay with 1.5 mile reconstruction segment should be reported as a 1.5 mile reconstruction project with the appropriate costs.
- Counties do not have to enter culvert projects or preservation projects. The Needs Unit will enter those costs.

To update project data access the SANeeds system (<http://www.dot.state.mn.us/stateaid/csah.html>) and follow the links to the application. Once you have successfully logged on, click Needs Cycle – Needs Data – Road Projects.

Select project to revise or click Add New Road Project:

Update existing project:

Home > Road Projects - List >

Road Project | History

County Number: 1 **Status**
 Project No: 001-633-004 Road Project: Original
 Project Awarded Date: 06/08/2010

Edit Road Project

Back Cancel Save Delete Copy History

County Number: * 1
 Project No: * 001-633-004
 Project Awarded Date: * 06/08/2010
 Project Type: SAP
 Project Length: * 0.13 (For Example: 99.99)
 Project ADT: * 918 (For Example: 999999)
 Design Type: * URBAN
 Traffic Group Code: 5
 Construction Cost: * \$144,463.43 (For Example: 999,999.99)
 Construction Cost per Mile: \$1,111,257.15 (For Example: 1,111,257.15)
 ROW Cost: \$0.00 (For Example: 0.00)
 ROW Cost Per Mile: \$0.00 (For Example: 0.00)
 Comments:

Use this field to indicate all projects involved in the total cost, whether or not you used a final or awarded bid.

Back Cancel Save Delete Copy History

Add New road project

STATE AID NEEDS

Welcome Admin, App | Logout

Life's Destination... Our Priority

User - My Account - Administration - Needs Cycle -

Your selected Business Unit is CSAH.
Click here to change Business Unit.

Home > Road Projects > List >

Road Project

Create Road Project

Cancel Save

County Number:

Project No.:

Project Awarded Date:

Project Type:

Project Length: (For Example: 99.99)

Project ADT: (For Example: 9999999)

Design Type:

Traffic Group Code:

Construction Cost: (For Example: 9999999999.99)

Construction Cost per Mile: (For Example: 9999999999.99)

ROW Cost: (For Example: 9999999999.99)

ROW Cost Per Mile: (For Example: 9999999999.99)

Cancel Save

For new projects:

- Enter project number (there may be multiple entries for the same project number)
- Enter award date for project. When construction is done in multiple years enter the award date for the last (surfacing) project. Projects are considered complete on the award date.
- Update or revise the length (miles) of the new or reconstructed length.
- Enter projected ADT from the plan
- Enter total state aid **eligible** construction costs regardless of the funding source. Staged construction projects are added together and put in the year of the surfacing project. **Subtract out bridge costs, culverts >10', traffic signal costs or any other state aid ineligible item, see list below.** You may use final costs up to year five after the award date. **You may change projects costs to reflect final costs within the five year window and you must submit documentation to DSAE.**
- Enter only eligible right of way costs associated with the construction project listed. **Eligible costs include all** payments to those with property interests, including utility companies. **Condemnation, commissioner and court awarded payments, payments to property owners for appraisal costs, fees, damages, etc. are eligible costs.** Agency incurred abstract fees, appraisal costs, attorney fees, court fees, filing fees, taxes and payroll **are not** eligible costs.

Note: Scan and email all supporting documentation and forward to your DSAE for review!!

Exhibit 2

When entering or revising road project data, the following are considered Ineligible Items:

Ineligible Items	
Spec. Item	Description
2011.xxx	Miscellaneous Items
2013.xxx	Miscellaneous Items
2015.xxx	Miscellaneous Items
2016.xxx	Miscellaneous Items
2104.xxx	All removal, salvage, abandon, and relocate items associated with water, gas, and sanitary sewer – storm sewer is OK
2211.xxx	Aggregate Base (stockpile items only)
2221.xxx	Aggregate Shouldering (stockpile items only)
2231.xxx	Bituminous Surface Reconditioning
2355.xxx	Bituminous Fog Seal (2357 is OK)
2356.xxx	Bituminous Seal Coat
2401.xxx	Concrete Bridge Construction
2402.xxx	Steel Bridge Construction
2403.xxx	Timber Bridge Construction
2404.xxx	Concrete Wearing Course for Bridges
2405.xxx	Pre-stressed Concrete Beams
2412.xxx	Box culverts over 10' with a structure number
2433.xxx	Structure Renovation
2452.xxx	Piling
2453.xxx	Drilled Shaft Items
2461.xxx	Structural Concrete
2471.xxx	Structural Metals
2472.xxx	Metal Reinforcement
2476.xxx	Painting Items
2478.xxx	Organic Zinc-Rich Paint System
2479.xxx	Inorganic Zinc-Rich Paint System
2480.xxx	Painting Items
2481.xxx	Waterproofing
2503.xxx	When used for sanitary and water mains
2504.xxx	Water System Items
2514.xxx	Slope Paving
2520.xxx	Lean Mix Backfill
2540.xxx	Landscaping Items
2541.xxx	Historic Items
2545.xxx	Electric Lighting Systems
2550.xxx	Traffic Management System
2557.xxx	Fencing
2560.xxx	Highway-Railroad Grade Crossing Signals
2564.xxx	Traffic Signs and Devices
2565.xxx	Traffic Control Signals
2571.xxx	Plant Installation
2572.xxx	Protection and Restoration of Vegetation
2577.xxx	Soil Bioengineered Systems

Incentives and disincentives

Update Road Segment Data

When revising CSAH Segment data please keep the following in mind:

- Update segments based on Commissioner Orders approved in 2015.
- Please split segments if you had corporate limit changes that fall within an existing segment.
- Please split segments in which the design, number of lanes or traffic group changes falls within an existing segment.
- You **DO NOT HAVE** to split segments because of a project.
- Make sure your signals are entered. (one signal per leg of the intersection)
- Use the comment field for project numbers and any other information that pertains to that segment.
- Compute flag defaults to “Yes”. Please change it to “No” if this is an interchange segment or MN bridge. When you build or participate in an interchange or MnDOT bridge project you must create a segment for the interchange or bridge length. Enter all state aid eligible county costs associated with that interchange or county cost participation on the bridge and the application will compute the appropriate money needs.

Please call the CSAH Unit for assistance when entering interchange segments.

To update CSAH Segment data access the SANeeds system (<http://www.dot.state.mn.us/stateaid/csah.html>) and follow the links to the application. Once you have successfully logged on click Needs Cycle – Needs Data – Road Segments.

Road Segment Screen:

Roadway SegmentHistoryUnit Cost ResultsRoadway Segment Money NeedsCounty TotalStatewide Totals

<< First< PreviousNext >Last >>

Segment ReportSegment Comparison Report

County:AITKIN

Control Section No:603

Segment Number:040

Termini Location:W LIM PALISADE TO SECOND AVE

Roadway Segment Includes

Structures:0

RailRoad Crossings:0

Status

Roadway Segment: Original

	New	Original	Revised	Deleted
Structures	0	0	0	0
RailRoad Crossings	0	0	0	0

Bridges & Culverts

RR-xings

Edit Roadway Segment

BackCancelSaveDeleteCopyHistoryStructuresRailRoad Crossings

County:1

Control Section No:603

Segment Number:040

Municipality:PALISADE

Segment Length:0.24(For Example: 999.99)

Existing Surface Type:MIXED BITUMINOUS

Existing Traffic Lanes:2

Existing Lane Description:NOT DIVIDED

Termini Location:W LIM PALISADE TO SECOND AVE

Present ADT:750

Year of Count:2012

Projection Factor:1.30(For Example: 99.99)

Projected Traffic:975

Design Type:RURAL

Design Group:2

Latest Year SA Funds:1988

Number of Signal Legs:0(For Example: 99)

Special Message Code:Select a Special Message

Comments:

TIS Code:0401000003

True Start Miles:14.90(For Example: 999.99)

True End Miles:15.14(For Example: 999.99)

Compute Flag:NoYes

Override Cost:0.00(For Example: 9999999999.99)

Route Id:0400006631980003-I

BackCancelSaveDeleteCopyHistoryStructuresRailRoad Crossings

<http://dotapp7.dot.state.mn.us/saneeds/pages/home.icf#formMaintahViewtahCompute>

Update Structure Data

The new system will compute needs on every existing structure with a bridge number based on the existing size. Please update all bridge and culvert replacements in 2015. Add any missing structures and delete any structures that have been removed or are not on a CSAH. Pedestrian bridges, railroad bridges and TH bridges do not receive needs.

When revising structures please keep the following in mind:

- For bridges, please verify the structure number, length and width, milepoint on route, year bridge built, and type of structure.
- For Culverts (10' or larger only) please verify the structure number, length, barrel width and height, number of barrels (e.g. 1=single, 2=double, 3=triple), culvert length, area of waterway opening
- Indicate whether or not the structure is on the county line and shared with another county or state.
- Use the comment field to enter project number or any information related to the structure.

Structure Screen:

Structure	History	Structure Money Needs
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County:	<input type="text" value="AITKIN"/>	Roadway Segment Includes	Status
Control Section No:	<input type="text" value="601"/>	Structures:	<input type="text" value="2"/>
Segment Number:	<input type="text" value="041"/>	RailRoad Crossings:	<input type="text" value="0"/>
Termini Location:	<input type="text" value="1.6 MILES NORTH OF CSAH 21 TO CSAH 3"/>		

New	Original	Revised	Deleted
0	0	2	0
0	0	0	0

Edit Structure

Back Cancel Save Delete Copy History

Original		Revised
<input type="text" value="95331"/>	Structure Number: *	<input type="text" value="95331"/>
<input type="text" value="9.550"/>	MilePoint: *	<input type="text" value="9.550"/>
<input type="text" value="1985"/>	Year Built: *	<input type="text" value="1985"/>
<input type="text" value="LITTLE WILLOW RIVER"/>	Feature Crossed:	<input type="text" value="LITTLE WILLOW RIVER"/>
<input type="text" value=""/>	Type of Service:	<input type="text" value="STREAM CROSSING"/>
<input type="text" value="CULVERT"/>	Type of Structure: *	<input type="text" value="CULVERT"/>
<input type="text" value="0"/>	Number of Spans:	<input type="text" value="0"/>
<input type="text" value="0.000"/>	Bridge Length:	<input type="text" value="0.000"/> (For Example: 9999.999)
<input type="text" value="0.000"/>	Bridge Width:	<input type="text" value="0.000"/> (For Example: 9999.999)
<input type="text" value="2"/>	Number of Barrels:	<input type="text" value="2"/>
<input type="text" value="10.000"/>	Culvert Width:	<input type="text" value="10.200"/> (For Example: 9999.999)
<input type="text" value="7.000"/>	Culvert Height:	<input type="text" value="6.400"/> (For Example: 9999.999)
<input type="text" value="50.000"/>	Culvert Length:	<input type="text" value="50.000"/> (For Example: 9999.999)
<input type="text" value="102.999759100"/>	Area of Waterway Opening:	<input type="text" value="103.000000000"/> (For Example: 99999.999999999)
<input type="text" value="100%"/>	Shared Structure: *	<input type="text" value="100%"/>
<input type="text" value=""/>	Comments:	<input type="text" value=""/>
<input type="text" value="1"/>	Bridge Group Code:	<input type="text" value=""/>
	Culvert Group Code:	<input type="text" value="1"/>

Back Cancel Save Delete Copy History

Update Railroad Data

Each railroad crossing on a CSAH will receive needs for the length of one track of crossing surface and the existing protection.

RR crossings:

- Choose a rail company
- Fill in the USDOT number
- Enter the mile point on the route, not the segment
- Choose your existing protection type
- Enter last year of upgrade on crossing protection
- Enter the crossing material length
- Last year crossing surfaced
- Is it a shared crossing on county line

Use the comment field to enter project number or any information related to the crossing.

Railroad Crossing Screen:

Railroad Crossing | History | Railroad Crossing Money Needs

County: AITKIN

Control Section No: 605

Segment Number: 011

Termini Location: 0.20 MI N TH 47 TO TH 210.

Roadway Segment Includes

Structures: 1

RailRoad Crossings: 1

Status

Roadway Segment: Revised

	New	Original	Revised	Deleted
Structures	0	0	1	0
RailRoad Crossings	0	0	1	0

Edit Railroad Crossing

Back

Cancel

Save

Delete

Copy

History

Original

BURLINGTON NORTHE

076238S

7.30

1

SIGNALS ONLY

0

32.00

0

100%

Revised

RailRoad Name: * BURLINGTON NORTHERN SANTA FE RAILWAY

USDOT Number: * 076238S

Located at Milepoint: * 7.30 (For Example: 99.99)

Mainline Tracks: 1

Protection Type: * SIGNALS ONLY

Last Year Protection Upgrade: 0

Crossing Length: * 32.00 (For Example: 999.99)

Last Year Surfaced:

Percentage of Cost: * 100%

Comments:

Back

Cancel

Save

Delete

Copy

History

Submit Project and Segment Data

Please submit changes to your District State Aid Engineer by March 31, 2016. You must login to the program and submit your county even if you had nothing to update.

From the main menu select Needs Cycle – Submit County:



Your county should appear on the list. Under the Action column, click Submit. Once submitted the DSAE will have the ability to review.

